

# 54-A DISTRICT COURT

124 W. Michigan Ave., 6<sup>th</sup> Floor City Hall, Lansing, MI 48933

**DISTRICT JUDGES**  
CHARLES F. FILICE  
PATRICK F. CHERRY  
FRANK J. DeLUCA  
LOUISE ALDERSON  
HUGH B. CLARKE, JR.



**Court Administrator**  
ANETHIA BREWER  
**Magistrate**  
LAURA A. MILLMORE

## JOB POSTING

**Position:** COURT OFFICER / LAW CLERK FOR JUDGE CHARLES FILICE

**Annual Salary:** \$28,037 - \$28,985 TO START, INCREASE AT 6 MONTHS

**Benefits:** MEDICAL, DENTAL AND LIFE INSURANCE, RETIREMENT BENEFITS

**EDUCATION & EXPERIENCE:** Law school graduate required, preferably having passed the Bar Exam.

**DUTIES, RESPONSIBILITIES AND SKILLS:** Effectively communicate with judges, lawyers, members of other agencies and the public. Manage the Court's docket. Act as mediator for parties having cases scheduled before the Judge. Serve as security guard for judge, maintain order in the courtroom, remove disruptive or disorderly persons, escort prisoners to and from detention which will require the use of handcuffs. Serve as the judge's law clerk researching legal issues. Provide security for jurors and sequester them as necessary. Perform clerical duties including using specialized computer software. Provide comparable services to other judges when necessary due to staffing levels. Must be able to work under pressure and exercise independent judgment in accordance with Court policies and procedures. This is an at-will position.

**SHIFT & HOURS OF WORK:** Monday through Friday (\*typical hours 8am-5pm)

**PHYSICAL REQUIREMENTS:** Walking, standing, carrying, bending, lifting, sitting, talking, seeing, hearing.

**ENVIRONMENTAL CONDITIONS:** Two person office; some fluctuation in temperature; limited privacy.

**SELECTION PROCESS:** An interview will be conducted to evaluate required knowledge, skills and abilities. Criminal history, L.E.I.N. and Secretary of State record checks will be conducted, and a signed release required for previous/current employment work records.

**TO APPLY:** Submit 54-A District Court Employment Application (available at [www.lansingcourt.com](http://www.lansingcourt.com)), resume including references, letter of interest and proof of J.D. degree to the following:

**Attn: Anethia Brewer, Court Administrator**  
**54-A District Court**  
**124 W. Michigan Ave.**  
**Lansing, Michigan 48933**

Applications may be submitted by mail, emailed to [mkelly@lansingmi.gov](mailto:mkelly@lansingmi.gov), or faxed to (517) 483-4478.

**DEADLINE TO APPLY:** Applications accepted until position filled.

The 54-A District Court is an equal opportunity employer and does not discriminate in its policies or practices on the basis of race, religion, color, national origin, gender, sexual orientation, marital status, height, weight, arrest record, or handicap of any individual.